Academic Promotion System Guidance

Purpose
This document will guide users through the content and functionality within the Academic Promotion’s system and provide links to supporting resources.

Who should use this guide?

✓ **Staff** who wish to apply for promotion
✓ **Heads of School / Directors of Research Institutes / Heads of College** who will submit a statement as part of each application
✓ **Local HR** teams who wish to advise on supporting resources or system functionality
✓ **School administrators** who wish to advise on supporting resources or system functionality
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Accessing the System

The Academic Promotion site is located at the link below, and upon clicking you should be prompted to key in your GUID and password to gain access.

Academic Promotions System

You can also access from the link available on the Performance, Pay and Reward (PPR) website:

Academic Promotions Website

If you cannot gain access to the site, please click the link below to log a helpdesk call.

Log a Helpdesk Call with the PPR team
The Homepage

Once logged into the system you should see the screen below.

Please note that the number of options available may vary for applicants and Heads of School / Directors of Research Institute / Heads of College.

Each number in the diagram above will be explained on the next page.
Homepage Key

1. Click here to begin a new application (Professors should use option 5)
   *A step by step guide is available on page 6*

2. Click here if you are a HoS / DRI and you wish to add a statement for your applicants

3. Click here to view the status of your own application
   *This page also gives a timeline of the stages in the promotion process*

4. Click here to upload a CV
   *This page also provides the link to download a CV template*

5. Click here if you are a Professor applying for Zone Movement

6. Click to view information on promotion criteria
   *More information on criteria is available on this link to the PPR webpages*

7. Click here to provide feedback on the system

8. Click here to view system information, supported browsers, & how to report a problem

9. Click here to find out how to report a problem or ask a question

10. Click here to sign out of the system

11. Click here to navigate back to the homepage
How to Apply – A Step by Step Guide for Applicants

This section will explain the steps involved in making an application for promotion / Zone Movement, and where to go for help if you encounter a problem.

We recommend making use of the instructional videos accessible via the Promotion’s homepage in addition to this guidance document.

Step 1 – Logging in
Follow the steps on page 3 to log into the Academic Promotion system

Step 2 – Create / Upload Your CV
Using the button on the homepage click to create / upload your CV. You will have the option to upload your own CV from file or download a template which you can edit. The CV template can also be found at the link below:

CV Template

2.1 – Checking the CV has uploaded
If you have successfully uploaded your CV the box will have changed to show “Completed” as shown.

You are now ready to begin completing your application form.
Step 3 – Create a New Application Form

3.1 Choosing the Correct Form

Grade 6 - 9 staff making an application should choose the Academic Promotion link pictured first below. Professors applying for Zone Movement should choose the second link. You can browse all forms on the PPR website, however only applications made through the portal will be accepted.

For Grade 6 – 9 staff the next screen should display the application forms. Professors completing Zone Movement please go to page 14.

PLEASE READ THE BELOW before making your selection.

Please Note: When you click on an option below, the form will automatically be assigned to you for completion. If you assign a form in error, please see Step 3.1.1 to correct this.
### 3.1.1 How to Delete a Form

If you have assigned a form in error, or simply want to start a fresh application please use the Delete option below which is available on all forms:

Once you delete an application it will take you to the home page which will now display the Academic Promotion (Create) and Zone Movement (create) boxes where you can select another application.

If you delete an application and then create another your uploaded CV, Periods of Leave, Outputs, PGR information and Awards should appear in your new application form.

#### Check Your Details

Within your form click the box below to access and check your details:

The below should appear:

You should check each box to make sure the information is correct. There is a small symbol next to the ORCiD box for help regarding your Open Researcher and Contributor ID.

For questions regarding PGCAP and Research Integrity Training please see the Frequently Asked Questions for further information.
Additional Details

Click the button next to “Please complete the relevant details” to open the section, checking all information contained within is correct.

After each box is checked and / or edited you should click “Apply Changes” to ensure they save.

Please Note: When you reach the section below on “Current Application”, please ensure the grade and track are both correct. If you wish to view the specific criteria of each track, you can do so here on the link at the PPR website.

Once you have completed all sections you can click “Home” in the top right to navigate back to the homepage.

Your Application Form at a Glance

Though each form is different, the title of the form is displayed at the top and each section defaults to being fully expanded. Three examples are shown below:

Grade 7-8 R&T, RO, RS, UOGS

Grade 7-8 Academic Clinician

Academic clinician

Professor - Learning, Teaching & Scholarship
The buttons to Delete, make the form visible to HoS, and to submit the form are explained on the next page.

Navigating the Application Form

As mentioned above, each form will default to show all sections contained in the form. If you would only like to see one section at a time you should click on its title along the top, and all other sections will close. To see all sections again simply click “Show All”. You can also use the arrows next to a section to close it down.

The Delete button is explained in section 3.1.1.

The third button will default to show “Visible to HoS”. This means that while working on your application it will show in your Head of School’s dashboard. If you wish your form to remain visible only to you, select this option.

When you click the box, depending on which option you have chosen the following dialogue boxes should appear:

Your comments will now be viewable by the HoS. (see top right Help for more information)

Your comments will now be hidden from your HoS. (see top right Help for more information)
You can change this option at any time until you submit your application. You may need to refresh the page for the button to change, but it will have taken effect.

Once you click “submit” your application will be visible to your HoS, you can no longer make any changes, and they will have responsibility for submission of your form.

The below box will ask you to confirm you wish to submit your application.

![Confirmation Box]

**Completing Your Application Form**

Though each form has different sections, each one will detail both the information required and the character / word limit allowed for each.

![Character Counter]

If you are typing in one section but click into another, a green box will appear as shown below to auto-save what you have typed. Even if you go above the character limit, the form should still auto-save, though you will not be able to submit the form until you have reduced the number of characters.
Further support for each section can be found by using the help tool located within the relevant section of the form, or at the top of the page.

**Outputs, Income, PGR**

This section is intended to supplement the Video Guidance available at the [PPR website](https://ppr.gla.ac.uk)

**Outputs**
This section will be auto-populated. For queries on what has pulled through you should contact the team at research-enlighten@glasgow.ac.uk

Instructions on how to select your most significant outputs are available in the video guidance. Please note there is no facility to re-order your publications at this time.

**Income**
This section is not auto-populated. As in previous years you should complete the relevant information into the fields and the system will calculate the six-year average. Please note that you should save your information after each line of data has been entered.

For specific queries on grants or other content in this section please contact your College Research Office. E-mail addresses can be found in the About > Reporting Problems section at the top of the page.

**PGR**
This section is not auto-populated. As in previous years you should complete the relevant information into the fields and the system will calculate the six-year average. Please note that you should save your information after each line of data has been entered.
For queries regarding PGR please contact your College Graduate School. E-mail addresses can be found in the About > Reporting Problems section at the top of the page.

Information on how to enter data into the Income and PGR sections is available in the Video Guidance at the PPR website.

For other queries please use Help at the top of the screen to log a call with the PPR team.
Step 4 – For Professors Applying for Zone Movement

This section is only for Professors applying for Zone Movement. If you are applying to become a Professor, you should follow the steps beginning on page 6.

4.1 Choosing the Correct Form

Use the homepage link below to open the available application forms.

Three forms will appear for you to choose from. When you click on a form, it will automatically be assigned to you for completion. If you assign a form in error, please see Step 3.1.1 to correct this.

4.2 Your Application Form at a Glance

Though each form is different, the title of the form is displayed at the top and each section defaults to being fully expanded. To expand a section, you should just use the arrows provided.

An example is shown below, with the “Personal Details” section expanded:

The buttons to Delete, make the form visible to HoS, and to submit the form are explained on the next page.
4.3 Navigating the Application Form

There are five buttons along the right side of the form as shown below:

- Email
- Delete
- Not visible to HoS
- Save
- Submit

The Delete button is explained in section 3.1.1.

The third button will default to show “Visible to HoS”. This means that you can work on your application and it will show on your Head of School’s / Head of College’s dashboard. If you wish to change this, select this option to make the form disappear from their dashboard.

When you click the button, depending on the choice you have made one of the following dialogue boxes should appear:

You can change this at any time until you submit your application. (You may need to refresh the page for the button to change, but it will have taken effect.)

Once you click “submit” your application will be visible to your HoS / HoC, and the form cannot be edited again. Your HoS / HoC will now have responsibility for submitting your form. The below box will ask you to confirm you wish to submit your application.
4.4 Completing Your Application Form

Though each form has different sections, each one will detail both the information required and the character / word limit allowed for each.

If you are typing in one section but click into another, a green box will appear as shown below to auto-save what you have typed. Even if you go over the character limit, the form should still auto-save, though you will not be able to submit the form until you have reduced the number of characters.
Further support for each section can be found by using the tool located within the section of the form, or at the top of the page.

**Outputs, Income, PGR**

This section is intended to supplement the Video Guidance available at the PPR website.

**Outputs**

This section will be auto-populated. For queries on what has pulled through you should contact the team at research-enlighten@glasgow.ac.uk

Instructions on how to select your most significant outputs are available in the video guidance. Please note there is no facility to re-order your publications at this time.

**Income**

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For specific queries on grants or other content in this section please contact your College Research Office. E-mail addresses can be found in the About > Reporting Problems section at the top of the page.

**PGR**

This section is not auto-populated. As in previous years you should complete the relevant information into the fields and the system will calculate the six-year average. Please note that you should save your information after each line of data has been entered.

For queries regarding PGR please contact your College Graduate School. E-mail addresses can be found in the About > Reporting Problems section at the top of the page.

Information on how to enter data into the Income and PGR sections is available in the Video Guidance at the PPR website.

For other queries please use at the top of the screen to log a call with the PPR team.
**Step 5 – For HoC, HoS, and DRI Adding a Statement**

When a staff member from your area has completed their form, you will receive an e-mail prompt for you to log in and complete your statement. You may also log into the system at any point and view applications which have been made visible to you.

*Please Note: It is your responsibility to submit the application!*

On the Academic Promotions’ homepage you should click the link below to see all applications for your area:

![Provide statements](image)

On the next screen you should see a list of all applications, and whether they have been submitted or are still incomplete.

![List of applications](image)

Clicking on the name of the staff member will open their full application, and allow review of each section before adding your statement in the final section titled “HoS/ Director of Research Institute”.

![Staff member full application](image)

Clicking on this final option will open out the sections available for you to complete.

![Sections available](image)

Once all required sections have been completed you should choose the option to submit the form using the green button in the top right hand side of the screen.

*A text box will appear and confirm by submitting your statement, you are completing the submission process for the applicant, and that if you would like the applicant to have access to your statement to go back and change the permissions before submitting.*

When you have done this, the relevant staff member will receive a confirmation e-mail and the form will **no longer be editable**.
Step 6 – For Applicants: What Happens After I Submit?

When you submit, your application will immediately become visible in your HoS / DRI / HoC’s dashboard, and an e-mail will be sent automatically to let them know you have completed all sections. Once they have finished their statement, you will receive a second e-mail confirming your application is fully submitted.

You can then view the status of your application by clicking the box below:

As your application progresses through each stage, the timeline below will be updated.

You can log in and check this at any time during the promotions / Zone Movement round.
Frequently Asked Questions

**Will there be any prompts given on the system instructing applicants to make their form viewable to HoS before the deadline of March 15th?**
No. As all schools and colleges work to different timescales, there will not be any prompt given.

**My Research Integrity Training record is incorrect, what do I do?**
We are advised that the training should be completed once every five years so it is possible that your training may need refreshed. Please use this link to get information on how to complete it: Research Integrity Training and Information Link.

If your training has been completed within the last five years please contact hr-ppr@glasgow.ac.uk

**My PgCAP status is incorrect, what do I do?**
Please contact hr-ppr@glasgow.ac.uk

**My PgCAP progress has been hindered by the pandemic – does this mean I cannot apply?**
We are acutely aware that for some ECDP colleagues normal progress on those elements of the programme which are mandatory for promotion may have been hindered by the pandemic, particularly in the case of PgCAP. Promotion committees will therefore give due consideration to those who are on track to complete their final PgCAP credits after the promotions’ submission date in March on the understanding that, where successful, the PgCAP should be completed as soon as practically possible thereafter and no later than the end of semester 1 2021-22.

**Will the data for Income/Award Generation and PGR/Supervision be auto-populated?**
No. Similar to the spreadsheet appendices last year the applicant adds detail into the cells and the system will calculate the six year average.

**Can I create a PDF of my form? Can I print my form?**
Yes. You should ensure you have selected the “Show All” tab first, and expanded every section/tab you wish to view. Then by selecting the small print icon on the right side of the page, and choosing the PDF option from the drop-down menu, you can create a PDF of the form. To print, you would select your printer from the drop-down. If you only wish to generate a PDF of one tab, such as Esteem, you should select it and follow the same steps.

**I submitted my form but following advice from the HoS/DRI I need to make edits – is this possible?**
Yes. Please e-mail hr-ppr@glasgow.ac.uk and a member of the team will arrange this. The HoS/DRI remains responsible for submitting by the deadline of March 15th so last-minute edits should be carefully considered.

**Is there a suggested browser to run the system on?**
No, however some problems have been reported in older versions of supported browsers so downloading the current version is recommended. Further information can be found in the About tab on the promotions’ system.

**Can I generate an e-mail copy of my form to send on to others for comment/edit?**
Yes. By choosing the e-mail button you will automatically send a copy of your full form in your email.
Please note that the layout of the form will be slightly different to that of the system and some formatting will be lost. If any text is missing please contact hr-ppr@glasgow.ac.uk to escalate.

For additional frequently asked questions please see the guides available at the link below: Applicant & Head of School / Director Research Institute Guidance

To contact the PPR team please use the link below: Contact the PPR Team